



THE CITY OF SAN DIEGO

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## Announces an Employment Opportunity



## Fleet/Stores Manager

### San Diego Fire-Rescue Department

An Equal Opportunity Employer – Committed to Valuing Diversity

<p style="text-align: center;"><b>Fleet/Stores Manager</b> <b>San Diego Fire-Rescue Department</b> <b>Approximate Starting Salary: \$82,000 to \$102,000 annually,</b> <b>depending upon qualifications and experience</b></p>
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**THE CITY:**

San Diego is the nation's seventh largest city with a diverse population of over 1.2 million residents and a land area of 342 square miles. The City is both a major tourist destination and an international trade center. There are 17 miles of coastline extending three miles off shore along Pacific Ocean beaches. In addition, there are two beautiful bays including 4,200 acres around Mission Bay Park. Despite its size, San Diego continues to have a comfortable small town atmosphere. Pleasant Weather Rating Service Poll voted San Diego as having the best year-round weather in the nation and second best in the world.

San Diego's military-based economy has diversified during the past two decades and includes significant growth in high-tech research and manufacturing, bio-tech, tourism and service businesses. Additional growth has resulted from adapting defense technologies to market-based products and during this period over 43,000 new jobs have been created in San Diego.

Because of San Diego's proximity to Mexico, the region is becoming increasingly bicultural and the City is one of the most ethnically and culturally diverse places in the nation. San Diego residents have come from all parts of the world and speak more than 100 languages. San Diego has a young population, with approximately 56 percent of its citizens under 35 years of age. San Diego is also one of the safest big cities in the United States and the healthcare system in the region is among the best in the nation.

The region is home to six professional sports teams: the Chargers (football), the Padres (baseball), the Sockers and Flash (soccer), the Gulls (ice hockey) and the Stingrays (basketball). The arts – music, dance, opera, art, film and museums – are abundant and include the San Diego Opera, the Civic Light Opera, the Master Chorale, the Chamber Music Society, the La Jolla Playhouse and the Old Globe Theater. Museums include the Museum of Art, Natural History Museum, Aerospace Museum and the Space Theater and Science Center. Other famous attractions include Sea World, the San Diego Zoo, Legoland California, Old Town State Park, Birch Aquarium at Scripps, Del Mar Thoroughbred Racetrack and Cabrillo National Monument.

San Diego is also a center for education and research, with both public and private colleges and universities. The University of California at San Diego (UCSD), San Diego State University (SDSU), and the University of San Diego (USD) are three major universities in the City. In addition, there are ten community colleges located throughout San Diego County and 540 public K-12 schools. The City of San Diego has the highest percentage of college graduates of any city in the country, with one in four residents holding a college degree.

The City of San Diego operates under a Council-Manager form of government. The City's Fiscal Year 2003 total budget is approximately \$2.1 billion, with over 11,000 highly dedicated full-time City employees. Additional information about the City of San Diego can be obtained on the City's website: [www.sandiego.gov](http://www.sandiego.gov).

### **THE DEPARTMENT:**

The San Diego Fire-Rescue Department (SDFD) protects the life and property of San Diego area residents and visitors through a variety of safety services. Serving an area of approximately 331 square miles, with a resident population of 1.2 million, SDFD includes 44 fire stations, a communication center, apparatus and equipment repair facilities, a training facility, 11 permanent lifeguard stations and 50 seasonal lifeguard towers. Fire suppression, emergency rescue, arson investigation, explosives disarmament, disaster preparedness, fire safety inspection and education programs, emergency medical transport, equipment and facilities maintenance, waterway and swimmer safety and the operation of fire communications are the major activities performed by the department. SDFD's FY 2003 operating budget is \$127.7 million, with 1,254 dedicated employees.

### **THE POSITION:**

Under the general direction of the Assistant Fire Chief, Support Services Division, the Fleet/Stores Manager will manage and direct the operations of the Fire-Rescue Fleet Maintenance, Repair and Stores Division. This position will also be responsible for managing the fleet of ambulances and vehicles in the San Diego Medical Services Enterprise (SDMSE). SDMSE is a limited liability company formed in 1997 between the City of San Diego and Rural/Metro of San Diego, which operates under a special revenue fund and user fees. The combined budget of Fleet/Stores for the City of San Diego and Rural/Metro of San Diego is \$8.5 million with 57 employees. The Fire-Rescue/SDMSE fleet consists of 115 heavy duty vehicles such as engines, ladder trucks, rescue and other specialty fire fighting apparatus; 155 light duty vehicles such as sedans, pick up truck and vans; and 78 ambulances.

The Fleet/Stores Manager will be responsible for establishing strategies, policy and procedures for the effective management of the maintenance, repair and procurement of emergency vehicles and provision of all materials and supplies required throughout the department; managing high level classified staff responsible for the operation, administration and policy development of the fleet maintenance and stores operations; functioning as City's liaison to other San Diego County and State of California first responder fire agencies to insure coordination during emergency operations and requests for mutual aid; managing the continuous migration of technical equipment and department needs to ensure medical, rescue and fire fighting equipment replacement programs are developed, funded, and implemented; reviewing and approving specifications, negotiating and administering vendor contracts and agreements for medical, rescue, fire fighting and other mandated equipment needs; formulating and periodically reviewing and revising policies and procedures, operating budget, contracting, hiring procedures, rewards and recognition and discipline; and through Battalion Chiefs and other high-level supervisors overseeing personnel matters such as work performance, discipline, and Equal Employment Opportunity (EEO) investigations for employees represented by Local 127, Local 145 and MEA.

### **QUALIFICATIONS:**

The ideal candidate will have proven leadership and management skills, a history of staff development experience, and be open to new ways of providing excellent customer service. In addition, candidates will have demonstrated the ability to manage the operation of an emergency vehicle fleet and supply operation; ability to prepare complex vehicle specifications; possess outstanding interpersonal skills, a track record of increasing effectiveness and efficiencies,

excellent business and political acumen, effective communication skills, and will have demonstrated an appreciation for the value of diversity in creating high performing teams. This position requires an emphasis on customer service and the ability to deliver consistently on a variety of demands from the public, department management and stakeholders.

Any combination of education and experience that demonstrates these qualifications may be qualifying. A typical way to demonstrate these qualifications would be: a Bachelor's degree in business administration, public administration, finance, accounting or a related field, and four years' progressively responsible public or private sector management level experience with fleet management and supply operations. Experience managing a modern fire emergency vehicle fleet which includes heavy diesel apparatus such as ladder trucks, ambulances and pumping vehicles is highly desirable. Experience in managing a fire and medical supply operation is highly desirable. Candidates must be able to meet background standards determined appropriate by the Department for this position.

#### **MANAGEMENT COMPENSATION AND BENEFITS:**

The salary for this position is open within the listed range, depending upon the qualifications and experience of the selected candidate. In addition, the successful candidate will be eligible for participation in the City's Flexible Benefits Plan (effective July 1, 2003, the Fiscal Year 2004 allotment will increase to \$5,125) which offers several optional benefit plans or a taxable cash option, supplemented by the City's Management Benefit Plan (\$3,000 annual value); paid annual leave accruing at 22 days per year for the 1<sup>st</sup> through the 15<sup>th</sup> year of service; defined benefit City retirement system (2.5% at 55) with Cal PERS reciprocity for applicants with eligible service; and optional deferred compensation and 401 (k) programs. All employees must join the City's supplemental pension savings plan, with a minimum required contribution of 3.00% salary (however, the City will match salary contributions up to 6.05%).

#### **SELECTION PROCESS:**

To be considered for this position, please submit three (3) copies of your current resume, letter of interest highlighting your relevant experience, and a list of three work-related references (telephone and mailing address required) **no later than 5:00 p.m., Friday, July 18, 2003** to: **Alfredo Lopez, Program Manager, Human Resources Department, 1200 Third Avenue, Suite 1316, San Diego, California, 92101-3869, Mail Station 56L**, in an envelope marked ***Confidential: Fleet/Stores Manager - San Diego Fire-Rescue Department***. A limited number of candidates will be invited to participate in an interview process, anticipated to occur in late July, 2003.



**Human Resources Department**  
1200 Third Avenue, Suite 1316  
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92101-3869

